

OFFICE OF INFORMATION TECHNOLOGY

NOTICE OF JOB VACANCY

BUSINESS ANALYST

POSTING PERIOD		POSTING #:2015-008
FROM: 1/9/15	TO: 1/23/15	
POSTING OPEN TO:		LOCATION:
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	OIT UNIT SCOPE(S): STATEWIDE GENERAL PUBLIC	Office of Information Technology Program Management Office 300 Riverview Plaza Trenton, NJ 08625
TITLE: Business Analyst (Information Technology Specialist) Position Nos: 911075, 911498, 911501, 912244		NUMBER OF POSITIONS: 4
SALARY RANGE: P21 \$51,529.95 - \$70,573.07		HOURS OF WORK: TBD

DESCRIPTION OF POSITION: Under direct supervision, the Business Analyst (Information Technology Specialist) assists with tasks and techniques used to work as a liaison among stakeholders in order to understand the structure, policies, and operations of an organization, and to recommend information technology solutions that enable the organization to achieve its goals.

The Business Analyst assists OIT and agency clients in documenting information technology processes in relation to business requirements. Assists in the development of business process flowcharts and system architecture diagrams. Assists in preparing complete requirements documentation in accordance with established standards. Assists in translating business requirements into comprehensive and accurate specifications. Assists in the evaluation of data collected through interviews, business process analysis, and Joint Application Development Sessions (JADS). Ensures that requirements are understood by project team(s).

MUST HAVE THESE SKILLSETS TO BE CONSIDERED: Knowledge of requirements gathering methodologies, functional requirements, business requirements, user/stakeholders requirements, quality of service requirements, reporting specifications and requirements traceability matrixes. Knowledge of BABOK (Business Analysis Body of Knowledge) is a plus. Must have excellent written and verbal communications skills.

NOTE: Candidates may be required to provide a writing sample as part of the interview process.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with an Associate's degree in Computer Science or Computer/Information Technology.

EXPERIENCE: One (1) year of experience in information technology business analysis.

NOTE: A general Bachelor's degree in any field may be substituted for the Associate's degree.

NOTE: A Master's degree in Computer Science, Information Technology, Business Administration, or a related field may be substituted for the one (1) year of indicated experience.

For a complete explanation of requirements and substitutions permitted, [click here](http://info.csc.state.nj.us/jobspec/53262.htm) to view the Civil Service Commission's Job Specification for Information Technology Specialist: [HTTP://INFO.CSC.STATE.NJ.US/JOBSPEC/53262.HTM](http://info.csc.state.nj.us/jobspec/53262.htm).

FOR NON-U.S. CITIZENS AND/OR FOREIGN DEGREES

AUTHORIZATION TO WORK: U.S. Citizenship is not required. Selected candidate must be authorized to work in the U.S. according to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

FOR FOREIGN DEGREES: All non-U.S. degrees and/or transcripts from a college or university outside the U.S. must already be evaluated for accreditation and attached to your resume. Failure to comply with these requirements may result in ineligibility.

OPEN TO THE FOLLOWING:

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission.

IF YOU QUALIFY AND ARE INTERESTED, SEND YOUR RESUME AND A LETTER OF INTEREST, WITHIN THE POSTING PERIOD:

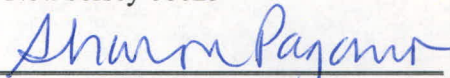
Electronic Filing

Applicants are encouraged to file electronically. Forward your letter of interest and resume electronically to **recruiter4@oit.state.nj.us** Include the posting number and your email address so that we may acknowledge your response electronically.

Alternate Filing: If unable to file electronically, applicants may forward your resume and letter (including posting #) to:

Linda Schulman, Manager
Office of Human Resources
P.O. Box 212
300 Riverview Plaza, 4th Floor
Trenton, New Jersey 08625

JOB POSTING AUTHORIZED BY:



Sharon Pagano
Chief of Staff